

JOB ANNOUNCEMENT

Job Title: Administrative Assistant to Director for the Office of Assigned Counsel, Saginaw County

Salary: \$35,000/year (with benefits)

Location: 70th District Court, City of Saginaw

Job Description and Summary

The Michigan Indigent Defense Commission (MIDC) is committed to overseeing Michigan's public defense system. The MIDC was created by legislation in 2013 to improve the state's legal system. It works to ensure the state's public defense system is fair, cost-effective, and constitutional while also protecting public safety and accountability. Each court system is tasked with complying with the standards set forth by the MIDC to ensure success of this objective. There is a roster of attorneys dedicated to serving indigent defendants with cases in the 70th District and 10th Circuit Courts to this end. The roster of attorneys is managed by the Director for the Office of Assigned Counsel. The Administrative Assistant for the Office of Assigned Counsel will assist the Director in carrying out various administrative program functions.

Principal Duties

- Support the Director in retrieving and recording various data to include attorney docket sheets and court case statistics
- Retrieving new case information from the court and disseminating to the assigned counsel
- Aid in screening for indigency
- Aid in obtaining requests for and/or waivers of assigned counsel
- Aid in disseminating case assignments to assigned counsel
- Aid in updating the case and invoice database
- Aid in processing request for investigators and experts
- Aid in retrieving Quarterly Program Reports

Requirements

- Excellent time management skills
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Organized with strong interpersonal and administrative skills
- Proficient in MS Office, Excel and Adobe
- High School Diploma or Equivalent
- Must be at least 18 years of age
- Must pass a criminal background check

Interested applicants should submit their resume by 5:00 p.m. on Monday, November 30, 2021 via one of the following:

- 1. Mail: Office of Assigned Counsel, 111 S Michigan Ave., Saginaw, MI 48602**
- 2. Email: Saginawmac2020@gmail.com.**